

# Employee Post-Travel Disclosure of Travel Expenses

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**Post-Travel Filing Instructions:** Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**
- ☒ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

KIPP Foundation

Private Sponsor(s) (list all): \_\_\_\_\_

Travel date(s): January 9, 2010 to January 11, 2019

Name of accompanying family member (if any): NONE

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

## Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input checked="" type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount	\$515/per participant	\$400/per participant	\$49.50 for first and last day of travel \$65/per participant for day of school visits	\$100/per participant for transportation to and from the airport

## Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount	NONE	NONE	NONE	NONE

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): During the visit to LA meetings and events were focused on KIPP and Green Dot's strategies

for effectively using government and local funding to create high-quality schools for students in need. See attached agenda and pre-travel forms for more detail.

3/4/19  
(Date)

Adzua Agyapong  
(Printed name of traveler)

Adzua Agyapong  
(Signature of traveler)

## TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

3/4/19  
(Date)

Mary F. Burt  
(Signature of Supervising Senator/Officer)

## **Agyapon, Adzua (Bennet)**

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**From:** KIPP School Visit <schoolvisit@kipp.org>  
**Sent:** Friday, November 9, 2018 10:03 AM  
**To:** Agyapon, Adzua (Bennet)  
**Subject:** Invite: KIPP/Green Dot Public Schools School Visit\_Los Angeles, CA\_January 10, 2019  
**Attachments:** Invite\_KIPP and Green Dot School Visit\_Los Angeles\_Jan 10 2019.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Dear Adzua Agyapon:

On behalf of KIPP and Green Dot Public Schools, I would like to invite you to a school tour and dinner on January 10<sup>th</sup>, 2019 in Los Angeles, California. The visit will include a tour of KIPP Los Angeles Prep and Green Dot's Animo Pat Brown Charter high school. Both KIPP and Green Dot public schools are non-profit, free, open-enrollment, public charter schools with track records of success in preparing students to lead choice-filled lives. Please see the attached invite for more details.

Please RSVP to [schoolvisit@kipp.org](mailto:schoolvisit@kipp.org) no later than **November 30, 2018**. Travel and lodging expenses can be covered in accordance with the Senate and House Committees on Ethics' travel regulations.

Thank you for considering this exciting opportunity.

Best,  
Scott Quinn

## PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

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1. Sponsor(s) of the trip (please list all sponsors): KIPP Foundation
  2. Description of the trip: Staff will travel to Los Angeles, California from January 9-January 11, 2019 to visit a KIPP: LA school and a Green Dot public school.
  3. Dates of travel: January 9, 2019 to January 11, 2019
  4. Place of travel: Los Angeles, CA
  5. Name and title of Senate invitees: See Attached
  6. I *certify* that the trip fits one of the following categories:  
☐ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.  
~~OR~~  
☒ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
  7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.  
~~AND~~  
☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
  8. I *certify* that:  
☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.  
~~AND~~  
☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).



9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

~~OR~~

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

~~OR~~

☒ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

N/A

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

KIPP Foundation is the primary organizer and conductor of the trip. KIPP sent out invitations, will book travel and will be the point of contact for conducting the trip.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

KIPP Foundation trains and develops leaders and educators to lead KIPP schools, including the KIPP LA school that will be visited during the trip. Additionally, KIPP collaborates and provides tools and resources across KIPP schools and other public schools, including KIPP: LA and Green Dot public schools.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

In 2011, we sponsored travel for Tasha Patusky, Education Advisor to Senator Mary Landrieu, for travel to Nashville, TN for our national summit.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

KIPP does provide information to a variety of stakeholders on KIPP's mission and on the needs of educationally underserved communities, more broadly.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	\$515/per participant--this includes round trip flights, the cost of the bus for transportation to school sites, and taxis to/from airports	\$400/per participant--this includes 2 nights plus tax.	\$49.50 for first and last day of travel \$65/per participant for day of school visits	\$100/ per participant for transportation to and from the airport
<input type="checkbox"/> Actual Amounts				

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

The trip involves an event that is arranged or organized specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

Both schools are recipients of federal funds and high-achieving public charter schools. This trip will provide staffers an opportunity to see best practices at both locations.

19. Name and location of hotel or other lodging facility:

Hotel Indigo--899 Francisco St, Los Angeles, CA 90017

20. Reason(s) for selecting hotel or other lodging facility:

This hotel is centrally located to both school site visits and the airport that congressional staff will be flying into.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Meal expenses are within the limits of per diem rates. We will reimburse \$49.50 in meals for the first and last day of travel and meals total \$65 dollars the day of the visit. The per diem rate is \$66. Hotel rate is \$173/night without taxes and \$200/night w/ taxes. per diem for Los Angeles in January 2019 is \$180.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Mode of travel: Air to and from Los Angeles; Taxi to and from airport; Bus for travel to/from hotel & school sites. Class of Travel: Coach

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

None.

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor: 

Name and Title: Richard Barth, Chief Executive Officer

Name of Organization: KIPP Foundation

Address: 135 Main St. San Francisco, CA 94105

Telephone Number: 415-399-1556

Fax Number: N/A

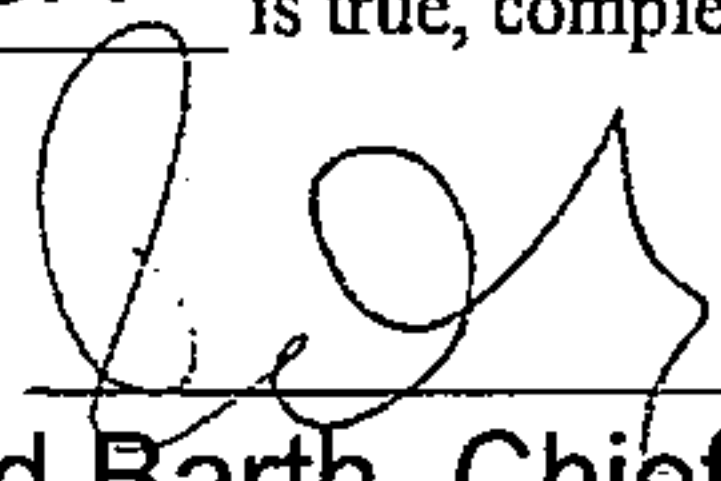
E-mail Address: rbarth@kipp.org

**PRIVATE SPONSOR TRAVEL CERTIFICATION FORM**

**SIGNATURE PAGE FOR ADDITIONAL SPONSOR**

*(to be completed by each additional sponsor)*

I hereby *certify* that the information contained on pages 1-4 of the certification form and any accompanying addenda, all submitted in connection with the January 9-11, 2019 trip  
to Los Angeles, CA is true, complete, and correct.  
Place of Travel Dates of Travel (Month Day, Year)

Signature of Travel Sponsor: 

Name and Title: Richard Barth, Chief Executive Officer

Name of Organization: KIPP Foundation

Address: 135 Main St. San Francisco, CA 94105

Telephone Number: 415-399-1556

Fax Number: N/A

E-mail Address: rbarth@kipp.org



**Instructions**  
(Do not file the Instructions with OPR)

**General Instructions**

- The Senate Select Committee on Ethics ("Ethics Committee") has developed guidelines for evaluating privately-sponsored trips and for judging whether trip expenses are reasonable. Trip sponsors should consult the *Senate Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel*, including the *Glossary of Terms*, prior to filling out the *Private Sponsor Travel Certification Form* and contact the Ethics Committee at (202) 224-2981 with any additional questions. The Ethics Committee will make the final determination as to whether the expenses incurred during a privately-sponsored trip are reasonable.
- If there are multiple sponsors, they should jointly complete one *Private Sponsor Travel Certification Form* for the trip. Each travel sponsor should complete the signature block.
- When evaluating a trip proposal and judging the reasonableness of expenses, the Ethics Committee will consider the following factors:
  - a. the stated mission of the organization sponsoring the trip;
  - b. the organization's prior history of sponsoring congressional trips, if any;
  - c. other educational activities performed by the organization besides sponsoring congressional trips;
  - d. whether any trips previously sponsored by the organization led to an investigation by the Select Committee on Ethics;
  - e. whether the length of the trip and the itinerary is consistent with the official purpose of the trip;
  - f. whether there is an adequate connection between a trip and official duties;
  - g. the reasonableness of the total amount spent by a sponsor of the trip;
  - h. whether there is a direct and immediate relationship between a source of funding and an event;
  - i. the maximum *per diem* rates for official Federal Government travel published annually by the General Services Administration, the Department of State, and the Department of Defense;
  - j. whether travel to a location or event is arranged or organized without regard to congressional participation, or whether it is specifically organized for Congressional staff; and
  - k. any other factor deemed relevant by the Select Committee on Ethics.

Consult the *Senate Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel*, including the *Glossary of Terms*, for further discussion of these factors.

- Responses to each question should be brief, consistent with the requirement to provide all relevant information. Attach additional pages, as necessary.
- To allow sufficient time for the Ethics Committee to review requests for privately sponsored travel, the participating Senate Members, officers, and employees must submit the completed form to the Ethics Committee at least **thirty (30) days** before the date of the proposed trip.



**Filling out the Private Sponsor Travel Certification Form** (Question by Question Instructions)

1. *Sponsor(s) of the trip (please list all sponsors):* A sponsor of a trip is any person, organization, or other entity contributing funds or in-kind support for the trip. A sponsor must have a significant role in organizing and conducting a trip and must have a specific organizational interest in the purpose of the trip. If Members, officers, and employees are participating in an event or fact-finding trip in connection with their duties, they may accept necessary travel expenses only from the event or trip sponsor.
2. *Description of the trip:* Provide a brief statement about the purpose of the trip.
3. *Dates of travel:* Provide the dates of departure and return.
4. *Place of travel:* Provide the destination(s) for the trip.
5. *Name and titles of Senate invitees:* Provide the name and title for each Senate Member, officer, or employee who is invited on the trip.
6. *I certify that the trip fits one of the following categories:* A Senate Member, officer, or employee may accept privately sponsored travel only from sponsor(s) of a trip that fits one of the categories listed. Consult the instructions for question 9 to determine if the trip meets the lobbyist accompaniment standard.
7. *Financing of the trip, earmarked funds and in-kind contributions:* Senate Members, officers, and staff may not accept privately-sponsored travel funded by a registered lobbyist or foreign agent. Members, officers, and staff may not participate in privately-sponsored travel when the sponsors accept funds or in-kind contributions earmarked for this particular trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal. Earmarking includes any direction, agreement, or suggestion -- formal or informal -- to use donated funds, goods, services, or other in-kind contributions for a particular trip or purpose.
8. *Lobbyist/agent of a foreign principal involvement:* Senate invitees may not participate in trips planned, organized, arranged, or requested by a lobbyist or foreign agent in more than a *de minimis* way, which means negligible or inconsequential. It would be considered inconsequential for one or more lobbyists or foreign agents to serve on the board of an organization that is sponsoring travel, as long as the lobbyists or foreign agents are not involved in the trip. It is also permissible for a lobbyist to respond to a trip sponsor's request to identify Senate invitees with interest in a particular issue relevant to a planned trip. However, a lobbyist is not allowed to solicit or initiate communication with a trip sponsor, have control over which Senate employees are invited on a trip, extend or forward an invitation to a participant, determine the trip itinerary, or be mentioned in the invitation.

*Example:* A trip sponsor that is a § 501(c)(3) non-profit organization asks a lobbyist to recommend staffers who might be most interested in joining a trip to the U.S.-Mexican border. If a lobbyist knows a staffer who has a particular interest in the DEA's activities at the border, then providing that information (in light of the trip sponsor's request), in and of itself, would not exceed a *de minimis* level of participation, and would be permitted. However, it would not be permissible for the lobbyist to initiate contact with the trip sponsor to suggest that a particular Senate staffer be invited or forward an invitation to that staffer. Consult the instructions for question 9 to determine if the trip meets the lobbyist accompaniment standards.

9. *Lobbyist/agent of a foreign principal accompaniment standards:* Senate Members, officers, and staff may not accept privately-sponsored travel from an entity that retains or employs one or more federally-registered lobbyists or foreign agents unless one of the listed scenarios applies. *At any segment of the trip* means lobbyists may not accompany the Senate invitee for parts of the travel to and from the event (not at the event itself or the location being visited). *At any point throughout the trip* means lobbyists may not accompany Senate invitees at any point to and from the event, at the event itself, or at the location being visited, other than in a *de minimis* way. This is a broader prohibition than the *at any segment of a trip* standard.

*"De minimis" exception:* Both lobbyist/agent of a foreign principal "accompaniment" prohibitions include a *de minimis* exemption. *De minimis* means negligible or inconsequential. The mere coincidental presence of a lobbyist or foreign agent at an event would likely be considered *de minimis*. But in making the final determination, the Ethics Committee will consider the totality of the circumstances, including the amount of time lobbyists or foreign agents are present at the event; the amount of direct contact they have with Senate invitees; and the amount of control a trip sponsor has over their presence or contact with Senate guests. For example, if the trip includes attendance at an event considered widely-attended under Rule 35(1)(c)(18), the trip sponsor is unlikely to know all attendees present. Thus, it is likely to be permissible for such widely-attended events to include both a Senate guest and a lobbyist. Similarly, an organization cannot possibly know all the other passengers taking the same flight or other common carrier to a given destination. Accordingly, the sponsor does not need to certify that it knows for certain that no lobbyist or foreign agent will be on such a common carrier.

10. *If travel includes two overnight stays:* The Ethics Committee may approve two overnight stays for trips sponsored by an entity that employs or retains one or more lobbyists or foreign agents under certain conditions. Consult Committee regulations for additional information.
11. *An itinerary for the trip is attached to this form:* The Ethics Committee will not review the trip request without a detailed (hour-by-hour), complete and final itinerary for the trip. As a general matter, the Ethics Committee advises that each travel day contain a minimum of 6 hours of officially-related activities for Senate invitees.
12. *Briefly describe the role of each sponsor in organizing and conducting the trip:* A sponsor must have a significant role in organizing and conducting a trip and must have a specific organizational interest in the purpose of the trip.
13. *Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:* Provide a brief description of the stated mission of each sponsor and how it relates to the trip.
14. *Briefly describe each sponsor's prior history of sponsoring congressional trips:* Provide a brief discussion of the sponsor's history of sponsoring congressional travel. It is not necessary to list every trip.
15. *Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):* Provide a brief description of the educational activities performed by each sponsor. It is not necessary to list every individual activity; the description may be by kind or category of educational activity involved.
16. *Total expenses for each participant:* Indicate whether the figures provided are actual amounts or good faith estimates by checking the appropriate box. All trip expenses should be included. Expenses other than those for transportation, lodging, and meals must be individually listed and specified. Attach additional pages as necessary.



17. *Congressional participation:* For events that are arranged without regard to congressional participation (for example, annual meetings, conferences, seminars, and symposiums of trade associations, professional societies, business associations, and other membership organizations), the Ethics Committee may, but is not required to, allow Senate Members, officers, and employees to accept lodging and meal expenses that are commensurate with what is customarily provided to non-congressional attendees in similar circumstances. For events specifically arranged around congressional participation, lodging, meal expenses and other expenses must be "reasonable" in accordance with Ethics Committee regulations.
18. *Reason for selecting the location of the event or trip:* The location of the trip *must be related to its purpose*. A brief but detailed description of the reason for the selection of the location must be provided.
19. *Name and location of hotel or other lodging facility:* Include the exact name and address of the hotel or other lodging facility.
20. *Reasons for selecting hotel or other lodging facility:* Provide an explanation of the sponsor's rationale for selecting the particular lodging, include information such as proximity to the airport or site to be visited.
21. *Describe how the daily expenses for lodging, meals, and other expenses provided to trip participant compare to the maximum per diem rates for official Federal Government travel:* Where feasible and available, trip expenses for lodging and meals should generally be comparable to the government *per diem* rates. The circumstances surrounding a particular trip may legitimately require lodging and meal expenses to exceed these rates. Consult the Ethics Committee regulations for additional information.
22. *Describe the type and class of transportation being provided:* While coach or business-class fare may be accepted, first-class fare for any mode of transportation may be permitted only under limited conditions and only with specific prior written approval by the Ethics Committee. Transportation on a private or charter aircraft is not permitted for privately-sponsored travel under any circumstances.
23. *Expenses for recreational activity, alcohol, or entertainment:* The only recreational or entertainment activities that will be approved by the Ethics Committee are those that are provided to all attendees and are an integral part of an event. Alcoholic beverages are not considered to be a reasonable expense.
24. *List any entertainment that will be provided to, paid for or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:* Entertainment expenses that are not provided to all attendees and deemed an integral part of the event will not be approved by the Ethics Committee.
25. *Certification:* The trip sponsor *must* sign the form and certify that the information is true, complete, and correct. For trips with more than one sponsor, each additional sponsor *must* complete its own signature page and certify that the information contained in the form is true, complete, and correct.

**Dates of Travel:** January 9-11, 2019

**Question Number 5: Name and Title of Senate Invitees**

Staffer	Title	Office
Jordan Hynes	Education Professional Staff	HELP Committee (Majority)
Adzua Agyapon	Education Advisor	Senator Michael Bennet
Heather Hutt	Regional Deputy Director-Los Angeles	Senator Kamala Harris
Jim Lazarus	State Director	Senator Dianne Feinstein



8:00am	Meet in Hotel Indigo Lobby	Hotel Indigo-899 Francisco St, Los Angeles, CA 90017
8:15am	Bus Departs Hotel Indigo for KIPP LA Prep	
9:00am	Bus Arrives at KIPP College Prep	KIPP LA Prep- 2810 Whittier Blvd, Los Angeles, CA 90023
9:05am-9:30am	Breakfast at KIPP LA	KIPP LA Prep- 2810 Whittier Blvd, Los Angeles, CA 90023
9:30-11:30am	KIPP LA Prep School Tour	KIPP LA Prep- 2810 Whittier Blvd, Los Angeles, CA 90023
11:30am	Bus Departs KIPP LA for Animo Charter High School	
12:15pm	Bus Arrives at Animo Brown Charter High School	8255 Beach St, Los Angeles, CA 90001
12:15-12:45pm	Lunch at Animo Brown Charter High School	8255 Beach St, Los Angeles, CA 90001
1:00-3:00pm	Tour of Animo Brown Charter High School	8255 Beach St, Los Angeles, CA 90001
3:00pm	Bus Departs Animo Brown Charter High School for Hotel Indigo	
3:30pm	Bus Arrives at Hotel Indigo	Hotel Indigo Los Angeles Downtown, 899 Francisco St, Los Angeles, CA 90017
3:30-5:45pm	Break/Refresh	
5:45pm	Meet in lobby to go to Dinner	Hotel Indigo Los Angeles Downtown, 899 Francisco St, Los Angeles, CA 90017
5:55pm	Bus departs Hotel for Dinner at El Cholo	
6:00-8:00pm	Dinner at El Cholo	El Cholo, 1037 S Flower St, Los Angeles, CA 90015
8:05pm	Board bus back to Hotel Indigo	